TIME STATEMENT FOR A CHOSEN PERIOD

Accessible via:

- Hyperlink in ESS
  My Data (ESS) > My Working Time > My Time Statements > "Time Statement for a Chosen Period"

OVERVIEW

The Time Statement provides a summary view of Time Evaluation results for an employee for a specified calendar month.

- Please note that this period of time does not align exactly with Overtime Periods.

- Please note that while this period of time may line up with the monthly Payroll Period, it should not be compared to Payroll results for the same month. Time Evaluation results for a particular month can change if new data is entered or the source data is changed and Time Eval is run again. The Time Statement will reflect the updated results. The Pay Statement will not update once that payroll has been run.

- The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the employee will receive a message indicating "Time Statements not available."

If the time data for a month is incomplete or Time Evaluation has not been run for all of the month, you will see some data, but it will not be complete. The data shown on the Time Statement will update after time data changes have been processed by Time Evaluation.

Any retroactive processing of Time Evaluation could change the Time Evaluation results and therefore cause changes to the data shown on the Time Statement. It is best to run the Time Statement again whenever you want to analyze the data that it provides. This will insure that you have the most recent results available.

TIME STATEMENT SECTIONS

Personal/Organizational Data - This section lists Personal and Organizational Data about the Employee.

Leave Quotas – This section lists summary details for the quotas holding available hours.

Calculated Time Results – This section lists pertinent calculated totals such as Regular Hours Worked, OT Comp Hours Earned, etc.

Supplemental and Premium Time – This section lists totals for any supplemental and premium pay time.

NOTE: The last four sections only display rows for items that are found in the employee's time evaluation results for that period. For example, if no shift premium hours are found, then no shift premium row will be displayed.

Time Evaluation data will remain in the system and be viewable through the Time Statement transaction for at least three years. BEACON will eventually begin archiving this data to move it out of the production system. Details will be provided at that time on how to view this data from the archive location.

ACCESSING THE TIME STATEMENT THROUGH THE PORTAL
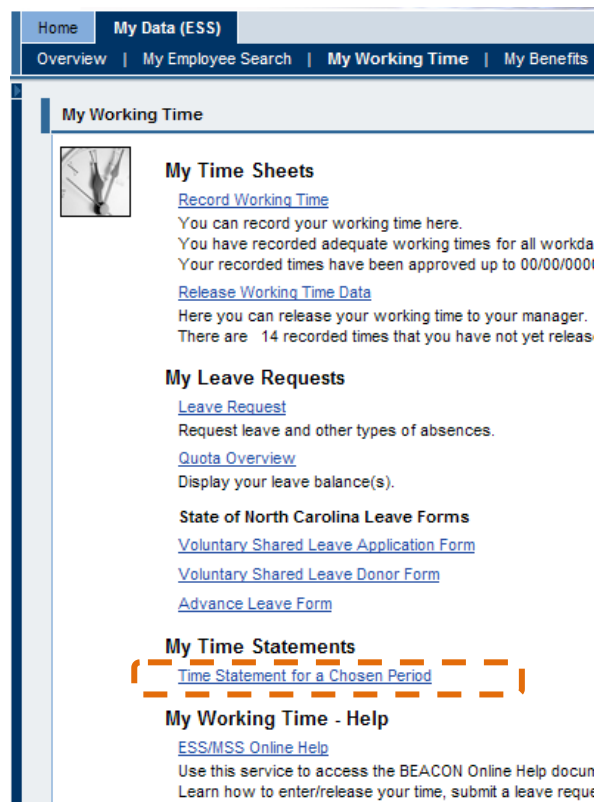
1. Log onto ESS through the portal.

2. Click **"My Data (ESS)"**.

3. Click **"My Working Time"**.

4. Click **"Time Statements for a Chosen Period".**

INITIAL SCREEN
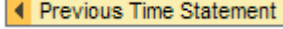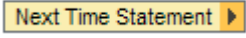
By default the Time Statement for the current period shows up on the initial screen.

1. Click on the "Previous Time Statement" button ◄ Previous Time Statement to go back to a previous period. It is not possible to go back further than May 2008.

2. Click on the "Next Time Statement" button Next Time Statement ► to move from a previous Time Statement to a more recent one.

3. Click on the "Exit" button Exit to return to the "My Working Time" screen.

The Time Statement is displayed as a PDF document. There are standard PDF document controls available just above the document itself.

4. Click the Print button [icon] to print the document.

5. Click the Save button [icon] to save the PDF file to a local or network storage location.

If there is more than one page to the form, the page controls [◁ ▷ | 1 / 1] can be used to move from one page to the next and back.

> **NOTE**: For most employees, the Time Statement will be a one-page report. However, the statement will wrap to a second page if an employee has enough data rows to extend that far.

The zoom controls [⊖ ⊕ | 80.6% ▾] can be used to make the image larger or smaller.

VIEWING THE TIME STATEMENT

Time Statement

North Carolina Office of the State Controller

Period: 12/01/2008 to 12/31/2008

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Run Date: 01/29/2009

Personal / Organizational Data

Name		Overtime Period	Wk - Sun (mdnt) - Sat
Personnel Number		Work Schedule	D01W08FX - MTWHFSaS-5x8
Length Of Service	5.00 Months	Emp Group	A- SPA Employees
Position	60091020 - Registered Nurse B	Sub Area	NC01- 7day Norm
Personnel Area	2001-Health Human Services	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	HHS SO SOS LNTC SNF NRSG	Org Unit	449510205940

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	EndBalance
Vacation Leave	30.37	7.83						38.20
Sick Leave	16.00	8.00						24.00
Overtime Comp Time	1.80	3.26						5.06
Holiday Comp Time	6.41-	8.00	7.00				0.75	4.66-
Holiday leave	8.00	8.00	1.00					15.00
Community Service	10.00							10.00

Calculated Time Results

Description	
Regular Time Hours	144.75
OT Comp Earned Hours	3.26

Supplemental and Premium Time

Description	Hours	Rate
Evening Shift Premium	146.42	20 %
Weekend Shift Premium	24.91	10 %
Holiday Premium	8.00	50 %

"PERIOD:" DATES

Period: 05/01/2008 to 05/31/2008

These dates represent the calendar month for which the results are being displayed.

- Please note that this period of time does not align exactly with Overtime Periods.

- Please note that while this period of time may line up with the monthly Payroll Period, it should not be compared to Payroll results for the same month. Time Evaluation results for a particular month can change if new data is entered or the source data is changed and Time Eval is run again. The Time Statement will reflect the updated results. The Pay Statement will not update once that payroll has been run.

- The Time Statement gets its data from Time Evaluation results. If Time Evaluation has not run for an employee for a particular month, the Time Statement will still generate using transaction ZNCTIME, but there will be no data to display on the form. In ESS, an employee will receive a message indicating "Time Statements not available."

"RUN DATE:"

Run Date: 01/21/2009

This date represents the date on which the data was pulled for the statement. If the statement is printed out, you can use this date to help you determine if the printed statement contains the most recent time information.

PERSONAL/ORGANIZATIONAL DATA SECTION

Personal / Organizational Data

Name		Overtime Period	Wk - Sun (mdnt) - Sat
Personnel Number	- - - - - - - - -	Work Schedule	D01W08FX - MTWHFSaS-5x8
Length Of Service	5.00 Months	Emp Group	A- SPA Employees
Position	60091020 - Registered Nurse B	Sub Area	NC01- 7day Norm
Personnel Area	2001-Health Human Services	Time Mgt Status	1 - Positive Time Recording
Org Unit Name	HHS SO SOS LNTC SNF NRSG	Org Unit	449510205940

This section lists Personal and Organizational Data for the Employee.

> **NOTE:** Please note that these values are as of the last date of the "Period" and may be different on other dates in the period.

Name – The employee's name; from IT0001

Personnel Number – The employee's Personnel Number; from IT0001

Length of Service – The employee's Total State Service in months; from Time Type 9000

Position – The position to which the employee is assigned; from IT0001

Personnel Area – The agency to which the employee is assigned; from IT0001

Overtime Period – The period of time over which overtime calculations are performed; from IT0007

Work Schedule – The work schedule rule to which the employee is assigned; from IT0007

Emp Group – The employee group to which the employee is assigned; from IT0001

Sub Area – The personnel subarea to which the employee is assigned; from IT0001

Time Mgt Status – The time management status to which the employee is assigned; from IT0007

Org Unit Name – The name of the org unit to which the employee is assigned; from IT0001

Org Unit – The org unit to which the employee is assigned; from IT0001. Some users know this field as the Org Unit short text.

LEAVE QUOTAS SECTION

Leave Quotas (hours available)

Description	Beginning	Accrued	Deducted	Paid Out	Expired	Offset	Adjustment	End Balance
Vacation Leave	300.68	15.17						315.85
Sick Leave	1,727.17	8.00						1,735.17
Overtime Comp Time	350.18	23.25						373.43
Holiday Comp Time	8.00							8.00
Holiday leave	8.00		8.00					0.00
Bonus Leave	200.00							200.00
Community Service	24.00							24.00

This section lists summary details for the quotas holding hours available for absences.

- Vacation Leave
- PTO
- Sick Leave
- NCEL Sick
- NCEL Personal Day
- Overtime Comp Time
- Holiday Comp Time
- Travel Comp Time
- On-Call Comp Time
- Holiday Leave

- Bonus Leave
- Community Service Leave
- Received Shared Leave
- Military Training Leave
- Advanced Vacation Allowed
- Advanced Sick Allowed
- CSL Tutoring

Description – Name of the leave quota

Beginning - Balance at the end of the previous month

Accrued - Hours accrued/earned for the quota during the period

- Negative accruals will be subtracted from positive accruals and the result will be shown.

- Year-end Vacation hours rolled over to Sick leave are a negative accrual to Vacation and a positive accrual to Sick.

- Holiday hours rolled over to Holiday comp are a negative accrual to Holiday and a positive accrual to Holiday Comp.

Deducted - Hours deducted during the period

- Deductions result from absence entries on the time sheet or direct maintenance of IT2001.

Paid Out - Hours paid out to the employee

- Hours in this column result from 0416 records created for leave pay-outs and donated shared leave. Compensatory time that ages out and is paid also displays in this column.

Expired – Comp hours which have reached their aging limit and are simply removed

- Unused compensatory time for not-subject-FLSA employees is not paid out.

Offset - Hours that were offset during the period

- Unnecessary hours of leave recorded on the time sheet are deducted from the quota, but are then given back to the employee through an accrual. The Time Statement shows these offsets in a separate column to distinguish them from other accruals.

Adjustment - Hours adjusted during the period

- These adjustments are the result of 2013 – Quota Correction records. 2013 records do result in accruals, but are shown in a separate column to distinguish them from other accruals.

End Balance - Balance at the end of the period.

- This figure is the mathematical sum of the previous columns. Beginning + Accrued – Deducted – Paid Out - Expired + Offset + Adjustment = End Balance.

- If any of the values in the previous columns are incorrect, it will affect the End Balance shown on the Time Statement, even though the actual quota balance in the system may be correct.

NOTE: This section will only display rows for quotas that are found in the employee's time evaluation results for that period. For example, if no OT Comp hours are found (employee's OT comp balance remains 0 for the entire period), then no OT Comp row will be displayed.

CALCULATED TIME RESULTS SECTION

Calculated Time Results	
Description	
Regular Time Hours	162.00
OT Comp Earned Hours	23.25

This section lists pertinent totals calculated by the Time Evaluation process.

- Regular Time Hours
- Overtime Paid Hours
- OT Comp Earned Hours
- Judicial Service Years

Description – Name describing the total

Unnamed column - Number of units. The unit of measure is in the Description.

> **NOTE**: This section will only display rows for the totals that are found in the employee's time evaluation results for that period. For example, if no Overtime Paid hours are found, then no Overtime Paid Hours row will be displayed.

SUPPLEMENTAL AND PREMIUM TIME SECTION

Supplemental and Premium Time		
Description	Hours	Rate
On-Call	1.00	$ 0.94
Evening Shift Premium	8.00	10 %
Weekend Shift Premium	8.00	10 %
Night Shift Premium	8.00	10 %
Holiday Premium	8.00	50 %

This section lists totals for any hours of supplemental and premium pay time. It also lists the rate or percentage rate for each item as of the last day of the period.

- Evening Shift Premium
- Weekend Shift Premium
- Night Shift Premium
- Holiday Premium
- On-Call

Description – Name of the premium or supplemental pay item.

Hours – Total hours of the item.

Rate – The rate or percentage rate as of the last day of the period.

> **NOTE**: This section will only display rows for the totals that are found in the employee's time evaluation results for that period. For example, if no Evening Shift Premium hours are found, then no Evening Shift Premium row will be displayed.

TROUBLESHOOTING

If an Employee has a break in service, he/she will still be able to pull up a time statement for the months in the break, but there will be no data below the Personal / Organizational data section.